

Hall of Records
Commission

RETENTION SCHEDULE To be Submitted to the Records Management Division Hall of Records Commission

SCHEDULE

NO. C 314

PAGE
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1. Requesting Agency

BALTIMORE COUNTY

2. Division or Bureau of Requesting Agency
Baltimore County Plumbing Board
Dept. of Permits and Licenses

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. MINUTES OF THE MEETINGS OF THE BALTIMORE COUNTY PLUMBING BOARD

Dates: 1946 to present
Size: 8 1/2 x 11 folders and binders
Quantity: small
File arrangement: Chronologically

The minutes of the meetings contain in detail the discussions of the Board including their decisions and directives on the matters considered. Also included with the approved minutes are letters, data, records and compilations ordered to be made a part of the minutes by the Board.

It is suggested that copies of the minutes be recorded periodically on microfilm and placed with the Records Management Officer for security storage.

RECOMMENDATION: Retain permanently.

See page two for General Correspondence and Examination Papers.

William Burgomaster
For the Plumbing Board

For Baltimore County:

Stanley G. Smith
Director, Permits and Licenses

[Signature]
County Administrative Officer

7. Agency, Division or Bureau Representative

Thomas L. Bennett
Signature

Records Management Officer
Title

Dec 1, 1967
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

DEC 26 1967

Date

Morris G. Dolebb
Archivist

Archivist

January 11, 1968
Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2.	<p>Baltimore County - Plumbing Board</p> <p>GENERAL CORRESPONDENCE AND EXAMINATION PAPERS</p> <p>Dates: 1960 to present Size: 8 1/2 x 11 folders Quantity: Small File arrangement: Alphabetical subject files</p> <p>These files contain the housekeeping records, copies of letters written and general data covering current operations. Also are included the examination papers of applicants for plumbing licenses given each six months or not later than one year apart. When a new examination is given, the old papers become obsolete. The results of the examination are compiled and recorded in the minutes of the meetings and thus become permanently recorded.</p> <p>RECOMMENDATION: Retain for three years after the end of the fiscal year, then destroy.</p>	